

Approved

Town of New Boston Selectmen's Meeting October 15, 2018

<u>PRESENT:</u>	Joe Constance	Selectman
	Rodney Towne	Selectman
	Christine Quirk	Selectman
	Peter Flynn	Town Administrator

Transfer Station Manager Gerry Cornett, Selectmen's Assistant Laura Bernard, Deputy Town Clerk Cathy Strausbaugh, Police Chief James Brace, School Board Chairman Wendy Lambert, Paul Sizemore, David Litwinovich, Kaleb Jacob and Karen Scott, Tim LeClair and one other resident of Fieldstone Drive were present for all or part of the meeting.

A. CALL TO ORDER: A regular meeting of the Board of Selectmen was called to order by Joe Constance at 6:00PM beginning with the Pledge of Allegiance.

Consent Agenda-The Selectmen signed the consent agenda. Rodney moved to approve the consent agenda. Christine seconded the motion. All were in favor. 3-0

B. PUBLIC FORUM:

Joe noted the Board always welcomes public comment and feedback. There are two opportunities for public comment, one at the beginning of the meeting and then another at the end. Anyone with a comment is asked to state their name and address for the record and that comments be respectful and thoughtful. The Board will listen but public comment is typically not a back and forth. If there is any need for extended dialogue a request to be added to the agenda and supporting documentation should be sent to Peter beforehand. Seeing none, Joe closed the first session of public comment.

C. APPOINTMENTS:

Item 1: Chief James Brace-Discussion re: Sale of 2009 Ford Explorer: Police Chief James Brace was present to meet with the Selectmen to discuss decommissioning the cruiser he drove for three years. He said it is well maintained with low mileage by industry standards. The town is not expected to get full value at auction and he requests it be sold on a website for car sales consistent with past practice. Transfer Station Manager Gerry Cornett was present and noted he sold the skidsteer for a good value on ebay. Joe moved to approve the request and put the 2009 Ford Explorer out for private sale. Christine seconded the motion. All were in favor. 3-0 Jim asked that when it is sold the proceeds be put toward technology needs at the Police Department. The Department has had several technology issues this year such as cameras and server not working, hard drive failure and inadequate backup storage space. The amount raised through the sale of the 2009 Ford Explorer is expected to adequately cover these items. Peter will research the appropriate procedure to do this such as earmark the funds earned are for this purpose and

deposit to the general fund. Rodney moved to earmark the funds earned through the sale of the 2009 Ford Explorer for Police Department technology needs. Christine seconded the motion. All were in favor. 3-0

Item 2: PUBLIC HEARING- Joe opened the Public Hearing at 6:15PM

- **Acceptance of State Library Grant for the Records Retention Committee:** Joe noted the town applied for this grant to preserve historical records pertaining to the Molly Stark Cannon and the group that cares for and fires it. The Selectmen thanked Deputy Town Clerk Cathy Strausbaugh for piloting this project and the State Library for the grant. Peter noted the funds are budgeted for the document scanning as a first step. The town had to commit money toward this project over the past two years to be eligible for the grant. Rodney moved to accept \$5,430 for the Molly Stark Cannon document conservation project. Christine seconded the motion. All were in favor. 3-0
- **Acceptance of Fieldstone Drive as a Town Road:** Peter said Fieldstone Drive has been in the construction process. The Town Engineer, Planning Board and Road Agent reviewed its progress and now recommend it for acceptance. Two Fieldstone Drive residents were present but had no comment. Rodney moved to accept Fieldstone Drive as a town road and put it in the inventory of town maintained roads. Joe seconded the motion. All were in favor. 3-0

Joe closed the Public Hearing at 6:20PM.

D. OLD BUSINESS:

Item 3: Approval of Public and Non-Public Minutes of October 1, 2018: The Selectmen reviewed the Public minutes of October 1, 2018. Rodney moved the Public minutes of October 1, 2018 be accepted as amended. Christine seconded the motion. All were in favor. 3-0 The Selectmen reviewed the Non-Public minutes of October 1, 2018. Christine moved the Non-Public minutes of October 1, 2018 be accepted as presented and sealed for the usual amount of time. Rodney seconded the motion. All were in favor. 3-0

Item 4: Award Of Trash Hauling Bid for Transfer Station-Gerry Cornett: Transfer Station Manager Gerry Cornett was present to meet with the Selectmen to review the Transfer Station trash hauling bid request noting one bid was received from the current hauler, Paul Sizemore. Gerry noted Paul has been handling this service for many years since purchasing the company from Denning Disposal. He has been taking good care of the town and this contract reflects the same behavior. Gerry recommended acceptance of Sizemore Trucking's bid to cover Transfer Station trucking for the next three years. Rodney moved to award Transfer Station trucking to Sizemore Trucking. Christine seconded the motion. All were in favor. 3-0

Item 5: Award Of Trash Disposal Bid for Transfer Station-Gerry Cornett: Transfer Station Manager Gerry Cornett was present to meet with the Selectmen to review the Transfer Station trash disposal bid request saying this is expected to get more expensive and a good contract is necessary. He has been visiting bidders as part of the selection process. He recommends accepting the lowest bidder, Zero Waste's, bid for solid waste and demolition disposal. Paul Sizemore also bid the project. He was present and noted he agrees the town should accept Zero

Waste's bid as it is a good contract. Rodney moved to award Transfer Station solid waste and demolition disposal to Zero Waste. Christine seconded the motion. All were in favor. 3-0

E. NEW BUSINESS:

Item 6: Proposal And Recommendation for IT Upgrade: Peter and Selectmen's Assistant Laura Bernard reported RMON submitted a \$45,000 quote for Town Hall server update and computer retrofit of 12 computers. The current DELL server was down for about a week this year, is well past its lifespan, and is no longer supported by Dell. It glitches periodically, including this morning. Dell no longer sells parts for this server. RMON was able to find parts when the server was down for a week earlier this year. Microsoft is discontinuing support for Windows 7 (used by Town Hall computers) in 2020. RMON does not recommend keeping Windows 7 after 2020 due to vulnerability to hackers. Office 365 licenses with upgrades are included in the quote instead of the current procedure of paying for the software per system and not updating it. Leasing options spread the cost over three years with monthly payments, then the Town Hall can begin a schedule to upgrade systems on a rotating schedule to stay up with technology. The manufacturer's warranty perseveres through the life of the lease. Some systems currently being used are out of warranty, if they die they would have to be replaced. Peter requested the Selectmen allow him to draft a Warrant Article to bring to the Finance Committee for 2019. The Selectmen approved and are in favor of the lease option. The town hired RMON for tech support approximately five years ago after switching from Turbotech and Mainstay for this service. RMON has been good to work with for tech support with a monthly service charge. There is no markup on hardware through RMON. It makes sense that the company that would support the computers quotes and install the computers. Laura described an experience when the town tried to save money by purchasing a laptop from another company. RMON setup the computer but found it did not have the appropriate software needed for server network compatibility. The software had to be added making the laptop more expensive than it would have been if the town had ordered it through RMON. Since then the town has used RMON for equipment. The Selectmen approved Peter's request to draft a proposal for the Finance Committee and a Warrant Article for 2019. The quote is for thirty days but is not expected to change more than 1-2% next year.

Item 7: Year To Date Revenues and Expenditures: Peter reported Departments are doing very well staying within budget. The Highway Department usually spends the most of its budgeted amount. This is the case this year and Peter is working with that department.

F. OTHER BUSINESS:

Item 8: Town Administrators Report:

- CIP Update: The process has begun and going well. The Fire Department met with the Committee and was well received. The proposed fire station and equipment were discussed. One category may change name from Apparatus to Apparatus and Equipment due to increasing costs that now cause equipment to qualify for the CIP Schedule. Another category name may change but a Warrant Article may be needed to make the change.
- Update on Building Inspector Position: The new building Inspector started last week and is doing well.

- Budget: Process begins November 1. Christine is the Selectmen's representative on the Finance Committee. Handouts will be available for the public. Budgets will be tougher this year due to new default budget regulations but the town will work within it and do its best to plan a budget that will pass. If the town votes for the default budget there will be stricter rules and it may be difficult for some departments. One example is dispatch fees that are expected to increase according to the contract but the way the rules are now written and interpreted, if the default budget is voted, the town would have to use the 2017 contract amount and the rest would have to come from another line of that department budget. This is a hardship.

Item 9: Selectmen's Reports:

- Joe reported the Department Managers had a good meeting where they discussed budget preparations. Department Managers have made good progress on their budgets.
- Rodney reported the Planning Board did the following at its recent meeting:
 - Approved a conditional use permit for two wetland crossings for a Lull Road house lot.
 - Held the Public Hearing for the Master Plan with little input. The Planning Board passed the Master Plan. The Selectmen thanked Planning Board member David Litwinovich for helping edit the Master Plan and editing he does as part of his Planning Board duties. The Selectmen noted the Planning Board worked to make the Master Plan readable, usable and easier to use and were successful.
 - Discussed reformatting the Zoning Ordinances to make them easier to find and read. Planning Coordinator Shannon Silver is working on this.
- Joe reported the Forestry Committee meeting is occurring now where the planned Lydia Dodge lot cut is being discussed. The Christmas Tree Farm maintenance is ongoing.

G. PUBLIC FORUM:

Karen Scott of Dane Road asked when a category name is changed on the CIP Schedule if the equipment the money is saved for can then be changed. Rodney noted there is a line for apparatus and a line needed for equipment to help the town save. Karen noted the hose truck was removed from the CIP Schedule and asked if the funds that were saved toward that item are now gone. The Selectmen said the money saved is recalculated based on the money collected and the items on the CIP Schedule are recalculated each year based on inflation. The money collected for the hose truck will probably be added to the fire department items and the requests for fire department CRFs would decrease. Items can be added to the CIP Schedule and money saved for the item, usually for seven years unless there is an emergency. The CIP Committee reviews each request to determine the amount of time it should be on the schedule. The Fire Department will need a command vehicle for a new Fire Chief someday. Kaleb Jacob of Fraser Drive suggested the Police Department 2009 Ford Explorer could be used as a fire chief command vehicle. The Selectmen are not in favor of this option as this was done a lot in the past in other towns but maintenance was found to be too expensive. This is also the reason the town did not keep an old ambulance as a reserve vehicle for another purpose.

Karen asked if there is an update on the library solar project. The Selectmen expect Library Trustee Chairman Bill Gould to discuss this with them at their next meeting.

Item 10: Possible Request for Non-Public per RSA 91-A:3, II(a)(b)(c): Joe moved to enter into Non-Public session per RSA 91-A:II(a)(b)(c) at 6:44 PM. Rodney seconded the motion. All were in favor. 3-0 Poll Vote: Joe-yes, Christine-yes and Rodney-yes. Board then entered non-public session. Non-Public started at 6:35PM.

Move to exit Non-Public Session at 7:05PM: Rodney made a motion to exit Non-Public Session at 7:05PM. Christine seconded the motion. All were in favor. 3-0

Joe moved to seal the minutes for 15years. Rodney seconded the motion. All were in favor. 3-0

ADJOURNMENT: Christine made a motion to adjourn the meeting at 7:06PM. Rodney seconded the motion. All were in favor. 3-0

Prepared by Maralyn Segien